**UNITED STATES DEPARTMENT OF AGRICULTURE**
Farm Service Agency
Washington, DC 20250

**For:** State and County Offices

### PS-3553, USPS Coding Accuracy Support System (CASS) Summary Report

**Approved by:** Acting Deputy Administrator, Farm Programs

*Diane Sharp*

## 1  Overview

**A**
**Background**

County Offices are provided PS-3553 every 6 months to use with bulk mailings to receive the maximum discounts.  The CASS certification process compares customers' addresses entered by the County Office in the Service Center Information Management System (SCIMS) or the AS/400 "Other Name and Address" file to the USPS database.  Addresses that match are assigned ZIP+4 codes and bar codes.

The FSA customer name and address ZIP+4 Code process is re-validated every 6 months to ensure that County Offices continue to receive the ZIP+4 automation rate for bulk mailings.

PS-3553 is:

- a KC-ITSDO computer-generated form that is automatically produced when address records are processed using CASS-certified software

- valid for 6 months from the date the name and address list is matched against the USPS database and coded.

**B**
**Purpose**

This notice provides County Offices with a current CASS Certificate to use with bulk mailings effective upon receipt of this notice.

| Disposal Date | Distribution |
|---|---|
| May 1, 2003 | State Offices; State Offices relay to County Offices |

## 2   Using CASS Certification

**A**
**National**
**Certification**

USPS regulations permit the KC-ITSDO name and address file to be treated as 1 mailing.  Notice CM-430 provided County Offices the procedure to process the KC-ITSDO ZIP+4 validation file.  PS-3553 shall be submitted with each bulk mailing to USPS to receive the automated discount rate.  See 5-AS for mailing requirements and rates.

**Notes:** County Offices experiencing difficulty obtaining local USPS approval of PS-3553 should:

- refer local postal representative to Domestic Mail Manual A950.5.2 and A950.5.4

- have the local postal representative call the USPS CASS Certification Department at 1-800-642-2914

- forward additional problems to Sandy Bryant, FSA, PECD, Common Provisions Branch

**B**
**Obtaining**
**Automation Rate**

Exhibit 1 provides a current valid copy of PS-3553.  To obtain the ZIP+4 automation rate, PS-3553 shall be:

- reproduced locally by County Offices
- submitted with each mailing to USPS.

**Example of PS-3553, USPS Coding Accuracy Support System (CASS) Summary Report**

```
USPS CODING ACCURACY SUPPORT SYSTEM (CASS) SUMMARY REPORT
_____
  A. SOFTWARE

:1. CASS CERTIFIED COMPANY NAME :2. CASS CERT. SOFTWARE NAME/VERSION :3.CONFIG:
:     GROUP 1 SOFTWARE, INC.    :    CODE-1 PLUS FOR IBM MAINFRAME    :   MMM  :
:                               :           2.05.00.G.2002           :        :
:_____ :_____:_____:
:4. Z4CHANGE CERTIFIED CO. NAME :5. Z4CHANGE SOFTWARE NAME/VERSION  :6.CONFIG:
:                               :                                   :        :
:_____ :_____:_____:
:7. ELOT CERTIFIED COMPANY NAME :8. ELOT CERT. SOFTWARE NAME/VERSION :9.CONFIG:
:                               :                                   :        :
:_____ :_____:_____:
  B. LIST

:1. LIST PROCESSOR'S NAME :2. DATE LIST PROCESSED :3. DATE OF DATABASE USED  :
:                         :                       :                          :
:                         :A. MASTER   11/06/2002 :A. ZIP+4    OCTOBER 2002  :
:                         :B. Z4CHANGE            :B. Z4CHANGE               :
:                         :C. ELOT                :C. ELOT                   :
:_____ :_____:_____:
:4. LIST NAME OR ID NO.   :5. NUMBER OF LISTS  :6. TOTAL RECORDS SUBMITTED :
:                         :                    :             9986899       :
:                         :                    :                           :
:_____ :_____:_____:
  C. OUTPUT

:  OUTPUT   :1. TOTAL   :2.   VALID   :      :1. TOTAL   :2.   VALID   :
:  RATING   :   CODED   :  (FROM-TO)  :      :   CODED   :  (FROM-TO)  :
:_____ :_____:_____:      :_____:_____:
:A.ZIP+4    :           : 11/06/2002-:D.5-DIGIT :           : 11/06/2002-:
:  CODED    :  9064591  : 05/05/2003 :  CODED   :  9083105  : 11/06/2003 :
:_____ :_____:_____:_____ :_____:_____:
:B.Z4CHANGE :           :            :E.CR-RT   :           : 11/06/2002-:
:  PROCESSED:        0  :    N/A     :  CODED   :  9076524  : 02/04/2003 :
:_____ :_____:_____:_____ :_____:_____:
:C.DPBC     :           : 11/06/2002-:F.ELOT    :           :            :
:  ASSIGNED :  9064591  : 05/05/2003 :  ASSIGNED:        0  :            :
:_____ :_____:_____:_____ :_____:_____:
  D. MAILER

:1. SIGNATURE OF MAILER             : 3. NAME & ADDRESS OF MAILER     :
:                                   :    Sandy Bryant, Chief          :
:                                   :    Common Provisions Branch      :
:                                   :    Stop 0517                    :
:2. DATE SIGNED                     :    1400 Independence Ave. SW     :
:                                   :    Washington, DC 20250-0517    :
:    11-7-02                        :                                 :
: I CERTIFY THAT THE MAILING SUBMITTED WITH:
: THIS FORM HAS BEEN CODED (AS INDICATED ABOVE) USING CASS-CERTIFIED SOFTWARE :
: MEETING ALL OF THE REQUIREMENTS OF DOMESTIC MAIL MANUAL A950.              :
:                                                                           :
:_____:
  E. QUALITATIVE STATISTICAL SUMMARY (QSS)
:_____:
    FOR INFORMATIONAL PURPOSES ONLY: QSS IS SOLELY MADE AVAILABLE FOR THE LIST
    PROCESSOR'S REVIEW AND ANALYSIS. THIS INFORMATION IS NOT TO BE CONSIDERED
    BY THE POSTAL SERVICE PERSONNEL IN DETERMINING RATE ELIGIBILITY UNDER ANY
    CIRCUMSTANCES. SEE FOLLOWING PAGE(S) FOR A DETAILED EXPLANATION.
:_____:
: HIGH RISE: HIGH RISE: RURAL RTE: RURAL RTE: LACS    : EWS      : DPV     :
: DEFAULT  :  EXACT   :  DEFAULT :   EXACT   :         :          :         :
:_____:_____:_____:_____:_____:_____:_____:
:  106783  :  142544  :  329493     778997     277699        0          0  :
:_____:_____:_____:_____:_____:_____:_____:
PS FORM 3553, MARCH 2002
THIS FORM MAY BE GENERATED AS THE OUTPUT OF ADDRESS MATCHING PROCESSING USING
CASS CERTIFIED SOFTWARE IN CONJUNCTION WITH CURRENT USPS ADDRESS DATABASE
FILES.  ANY FACSIMILE MUST CONTAIN THE SAME INFORMATION IN THE SAME FORMAT AS
THIS PRINTED FORM.  SEE DMM A950 FOR MORE INFORMATION.
```

**Example of PS-3553, USPS Coding Accuracy Support System (CASS) Summary Report (Continued)**

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INSTRUCTIONS

A. CASS/MASS SOFTWARE
  1,4,7.  COMPANY NAMES: ENTER THE NAME FOR EACH KIND OF SOFTWARE, AS IT APPEARS
                         ON THE CASS/MASS CERTIFICATE.
  2,5,8.  SOFTWARE NAME & VERSION: ENTER NAME AND VERSION USED FOR EACH KIND OF
                                   SOFTWARE, AS IT APPEARS ON THE CASS/MASS
                                   CERTIFICATE.
  3,6,9.  CONFIGURATION: ENTER THE SPECIFIC SOFTWARE CONFIGURATION PARAMETER
                         SETTINGS AS IT APPEARS ON THE CASS/MASS CERTIFICATE.
  NOTE: IF INFORMATION ENTERED IN THIS SECTION REPRESENTS THE LIST PROCESSING OF
        MORE THAN ONE CERTIFIED COMPANY, ATTACH A LIST OF COMPANY NAMES,
        SOFTWARE NAMES AND VERSIONS, AS WELL AS THE CONFIGURATION TO CODE THE
        ADDRESS INFORMATION USED IN THE MAILING.

B. LIST
  1. LIST PROCESSOR'S NAME: ENTER THE NAME OF THE COMPANY THAT CODED THE ADDRESS
                            LIST(S) AND/OR PERFORMED ZIP+4 MATCHING, USING CASS
                            CERTIFIED SOFTWARE.  ATTACH A LIST IF ADDITIONAL
                            SPACE IS REQUIRED.
  2. DATE LIST PROCESSED: ENTER THE PROCESSING DATE FOR EACH LIST.  IF MULTIPLE
                          LISTS, ENTER THE OLDEST DATE FROM THE LISTS.
  3. DATE OF DATABASE PRODUCT USED: ENTER THE VERSION DATE OF EACH DATABASE
                                    PACKAGE USED FOR PROCESSING.  IF MULTIPLE
                                    LISTS, ENTER THE OLDEST VERSION DATE FROM
                                    THE LISTS.
  4. LIST NAME OR ID NO: ENTER THE NAME OR IDENTIFICATION NUMBER OF THE ADDRESS
                         LIST.  IF MORE THAN ONE LIST IS USED, LEAVE BLANK.  IF
                         THE IDENTIFICATION NUMBER IS USED, THE NUMBER MUST BE
                         PRECEDED BY 'ID#'.
  5. NUMBER OF LISTS: ENTER THE NUMBER OF LISTS USED TO PRODUCE THE MAILING.
  6. TOTAL RECORDS SUBMITTED FOR PROCESSING: ENTER THE TOTAL NUMBER OF ADDRESS
                                             RECORDS (FROM ALL LISTS IN ITEM
                                             B5) SUBMITTED AT THE TIME THE
                                             LIST(S) WAS CODED.
```